



SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

EMPLOYMENT OPPORTUNITY

PROGRAM COORDINATOR

GRANT FUNDED POSITION-REVIEWED ANNUALLY

\$24.77/hour plus benefits

40 HR/WEEK

Final Filing Date: May 12, 2010

POSITION OVERVIEW: Under general direction of the Court Executive Officer, the primary responsibility of this position is to plan, organize and operate Family Dependency Drug Court (FDDC). The incumbent will convene coordination meetings; consult with judges; monitor expenditures; prepare reports and statistical information and aid in the identification and pursuit of possible funding sources. The FDDC Program Coordinator works within the Therapeutic Court Administration Office to achieve maximum effectiveness of primary responsibilities through cross-training and performing assigned duties within the Therapeutic Courts Programs.

The FDDC Program Coordinator will collect, maintain and organize program records, participant data and other necessary information. The incumbent must have general knowledge of methods and techniques of research, data gathering, report presentation, record keeping, filing and records management techniques. The Program Coordinator will act as a liaison to the public, governmental agencies, service providers, court patrons and attorneys. The Program Coordinator will need to use tact, discretion, initiative and independent judgment while working within established guidelines. Other requirements for this position include; maintaining confidentiality of information and records, organization of work, setting priorities, meeting critical deadlines and following up on assignments with a minimum amount of direction. Knowledge of the Justice System, grant procurement, management and budgetary principles and practices are also preferred. Knowledge of and ability to utilize applicable computer/office equipment and software related to performance of the essential functions of this position is required.

EDUCATION AND EXPERIENCE: Bachelors degree from an accredited four-year college or university in human services, business administration, public administration or a related field; and four years of progressively responsible related experience; **OR**, any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

LICENSE AND CERTIFICATIONS: A California Drivers License or the ability to get from one location to another.

SPECIAL WORKING CONDITIONS: Exposure to individuals who may be hostile and abusive, and exposure to allergens such as dust, perfume, and/or unpleasant body/clothing odors. There may be exposure to evidence and testimony which may be disturbing, such as photographs of victims of child abuse, domestic violence and/or other crimes.

PHYSICAL REQUIREMENTS: Must be able to lift/carry/push/pull objects weighing up to 20lbs, ascend/descend stairs, sit/stand for long periods of time, bend, stretch, twist and reach.

BACKGROUND INVESTIGATIONS: Applicants for this position will be subject to background investigations including fingerprinting (Live Scan) and drug testing. Information discovered through such a background check investigation may become grounds for revocation of any offer of employment or dismissal from employment.

SELECTION PROCEDURES: All applications will be reviewed and those applicants judged qualified will progress further into the selection/interview process. Special testing/interview arrangements may be made to accommodate disabled applicants or those needing accommodation(s) based on religious convictions. Phone Superior Court of Mendocino County Human Resources at (707) 468-2037 to discuss needed arrangements.

24 Hour Job Line
(707) 467-2544
Phone: (707) 468-2037
www.mendocino.courts.ca.gov

APPLY TO: Superior Court Human Resources
County of Mendocino
100 No. State Street, Room 303
Ukiah, California 95482

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER